

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Division Manager, Golf Course	<u>Revision Date:</u> 12/06
		<u>EEO Function:</u> Parks & Rec
		<u>EEO Category:</u> Professional
		<u>Status:</u> Exempt (Exec)

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Parks and Recreation Director, supervises and directs the Golf Course Division, supervises and administers maintenance and construction, designs and promotes golf programs for the City, and oversees the rental of all golf facilities.

III. Essential Duties

- Oversee the management of golf shop operations, golf instruction and course maintenance.
- Design, promote, coordinate and direct golf programs for the City.
- Perform budget appropriation, preparation, and monitoring.
- Develop & implement a marketing plan including flyers, web page, press releases & brochures for the City golf division.
- Maintain positive communication with other departments and divisions.
- Coordinate monthly and yearly golf division records and statistical data.
- Provide specific documentation of inspection and maintenance records to meet risk management requirements.
- Coordinate plans with the Foods and Beverage Manager for all course food and beverage needs, banquets, outside events, and catering for all golf functions.
- Supervise the division personnel.
- Ensure that Golf Course meets all debt and lease term obligations as well as contractual obligations.
- Implement specific training programs to ensure Golf Course staff is providing customers with quality service and product.
- Develop and train employees for career advancement through the use of performance review systems and development planning.
- Ensure all policies and procedures are adhered to and ensure all staff are accountable for compliance; including safety and risk management issues.
- Hire quality employees. Ensure that pre-employment screening, background checks, and the interview process are properly completed, coordinated, and documented.
- Communicate with customers on both group and individual basis to ensure the club is meeting the customer needs.
- Meet certified cashiering standards through City Treasurer.
- Maintain City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30 day period and keeping cumulative outages to less than \$200 in a 3 month period.

Marginal Duties

- Perform general office duties - answer phones, take messages, type letters, and open mail.
- Stay current with trends in golf course operations & maintenance.
- Communicate and coordinate with other Parks, Recreation & Golf Professionals.
- Become involved in various community & professional organizations.
- Perform other duties as assigned.

IV Qualifications

Education: High school diploma or equivalent required. Bachelors degree in business, golf management or hotel and restaurant management preferred.

Experience: Five years related work experience in golf course management or related area. Experience must be progressive in regards to supervision and management.

Probationary Period: A one-year probationary period is a prerequisite to this position.

License: Must possess a valid Utah Driver's License.

Knowledge of: Principles of management and budgeting; Fore Reservation System, Excel, goals and objectives of golf program; CPR, blood borne pathogens, MSDS & OSHA requirements, ADA laws, facility management; correct English usage, spelling, and vocabulary.

Responsibility for: Great responsibility for the care, condition, and use of materials, equipment, money, tools, etc.; division budget preparation and supervision; moderate responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how - including responsibility for worker motivation and satisfaction; direct responsibility for Head Golf Professional and Greens Superintendent.

Communication Skills: Communicate effectively verbally and in writing; contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgement to avoid friction; frequent contacts involving the carrying out of programs and schedules requiring and influencing of others to obtain desired result; outside contact with public presenting data that may influence important decisions; frequent contacts with executives on matters requiring explanations and discussions.

Tool, Machine, Equipment Operation: Regular use of a copy machine and telephone; frequent use of a personal computer, and computer software, including Excel, WordPerfect, Fore Reservations Systems; fax machine; occasional use of a typewriter.

Analytical Ability: Organize, delegate, and establish meaningful goals; establish and maintain effective working relationships with employees and the public; work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

VI. Working Conditions

Generally comfortable working conditions with some field work in supervising staff and programs; job requires great mental effort and extreme mental pressure and fatigue during an average work day; constant exposure to deadlines and evening/weekend and holiday work; frequent stress from managing multiple priorities and interpersonal conflicts.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated description superseded prior descriptions for the same position. Management reserved the right to add or change duties at any time.